

3 November 1951

MEMORANDUM TO: ALL ADMINISTRATIVE OFFICERS AND TIME AND ATTENDANCE CLERKS

SUBJECT : Preparation of Agency Form 34-42, "Time and Attendance Report and Pay Roll Change Slip", and Related Data.

REFERENCE : Agency Regulation "Time, Leave and Pay"

25X1

1. It seems appropriate to request that personnel for whom you maintain Time and Attendance Reports be advised to refer their questions to you first for answer. This will eliminate, to a large extent, some of the many routine calls to the Payroll Branch, Fiscal Division. If possible, it is desired that you answer the employee's question, based upon the general information that has been furnished you; however, if you are not certain of the correct answer, and desire to contact the Payroll Branch for clarification, this memorandum is in no way to be interpreted as an objection to your calling that Branch for assistance in obtaining the appropriate answer.

2. Leave transcripts from other agencies do not always reach this Office as rapidly as they should. Until such time as a transcript is received in the Payroll Branch, the leave records reflect only the amount of leave to the employee's credit since his date of entrance on duty with this Organization. In order not to inconvenience the employee, and because of insufficient time to trace the leave transcript, up to ten actual working days of sick and/or annual leave will be honored for those employees in whose cases it has been established that leave is to be transferred from another agency. In such cases, a statement must be submitted by the employee attesting that he has a sufficient amount of leave available and the name of the Government agency, with address, from which the leave will be transferred. Such statements must be approved by office chiefs, or their designated representatives, and attached to the Time and Attendance Report on which the leave is reported.

3. Your attention is invited to the necessity of cooperating in meeting the deadline for the receipt of the Time and Attendance Reports. It is mandatory that all reports be prepared with the utmost precaution and delivered by hand to Room 1710, Quarters Eye, to insure their arrival in the Payroll Branch for audit not later than 1600 hours on the Monday following the close of the reporting period.

4. Regulations require Time and Attendance Reports to be posted daily. Experience has proven it advisable to prepare a Report for each employee at the beginning of each pay period. The daily posting will be necessary only for those employees who take leave, perform night duty, or work compensatory time, overtime, or on a holiday. In this way, the Reports will reflect at all times the status of the employee on

any day during the pay period. Inspections may be made to determine that these records are maintained on a daily basis.

5. As the Organization grows, it becomes more and more difficult to meet the pay roll deadline established by the Treasury Department, and requirements can be complied with only if the Time and Attendance Report for each individual is received by the Payroll Branch within the time limit set forth in Paragraph 3. A log is maintained in the Payroll Branch showing the hour and date Reports are received from each reporting unit. Whenever Reports are not delivered within the specified time it may be necessary to stop salary payments to the employees for whom no Reports have been received. The extreme importance of observing the time limitations of having Time and Attendance Reports in the Payroll Branch by 1600 hours on the Monday following the close of the fourteen-day reporting period must be stressed.

6. Salary checks will be distributed by the Payroll Branch to the officially designated Payment Clerks of the office in which employees are assigned. A pay roll list containing the names of employees will accompany each group of checks. The signed pay roll lists, evidencing receipt of checks and delivery to the listed employees, must be returned to the Payroll Branch by the close of business the second workday following delivery of the checks to the Payment Clerk. Undelivered checks, accompanied by a memorandum stating the reason for non-delivery, must be returned at the same time. It is understood that, by virtue of necessity, certain cases may require special handling with regard to the delivery of an individual pay check. In such instances, the details of the delivery may be worked out by the employee involved and the Payroll Branch with the knowledge and concurrence of the office in which the employee is working. The Payment Clerk must exercise extreme care in the handling of checks in order that they may not become lost and to insure that security is not violated.

7. In the event an employee will be absent from duty on pay day and is unable to pick up his check, he may, if he desires, have the check mailed to him. A memorandum must be submitted through appropriate channels to the Payroll Branch requesting that the check be mailed, including mailing instructions to be followed. Should the employee desire to have his check forwarded via other than ordinary postal delivery (i.e., by air mail or special delivery), the required postage should be forwarded with the memorandum. Employees should discontinue sending stamped, self-addressed envelopes since checks are mailed in Treasury Department envelopes.

8. To aid in the execution of Time and Attendance Reports, and to facilitate your work in connection with this function, there are attached instructions for the Preparation of Agency Form 34-42, "Time and Attendance Report and Pay Roll Change Slip". For further information with respect to Agency policies and instructions concerning Time, Leave and Pay, refer to Agency Regulation

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9. Effective the beginning of the pay period following receipt of this memorandum, Agency Form 34-42 will replace Standard Form 1130, "Time and Attendance Report". A small supply of Forms 34-42 is enclosed. A requisition for a further supply should be directed to the Procurement Office. Surplus Standard Forms 1130 may be returned to stock.

/s/ E. R. SAUNDERS
Comptroller

Enclosures

PREPARATION OF AGENCY FORM 34-42
"TIME AND ATTENDANCE REPORT AND
PAY ROLL CHANGE SLIP"

Detailed instructions for preparing Agency Form 34-42 (Time and Attendance Report and Pay Roll Change Slip) are issued for use by all officially designated Time and Attendance Clerks now transmitting Standard Forms No. 1130 (Time and Attendance Report) to the Payroll Branch, Fiscal Division. Form 34-42 replaces Standard Form 1130 and will be delivered by hand to the Payroll Branch, Room 1710 - Quarters Eye - not later than 1600 hours on each Monday following the close of a bi-weekly pay period.

Items numbered 1 through 10 must be uniformly and accurately completed prior to delivering the Forms to the Payroll Branch. The following correspond to the Item numbers on Form 34-42:

1. Employee Name

- a. Typewrite - or print - last name first. (Use name appearing on pay list)
- b. Separate each Form where joined to other Forms. Do not remove carbon. Arrange in alphabetical order and forward the complete Form to the Payroll Branch.
- c. Items 1 through 10 are to be completed by the designated Time and Attendance Clerk.

2. Reporting Unit

- a. Use title assigned the reporting office or the allotment account number assigned the office.

3. Pay Roll Period

- a. Insert the applicable pay roll (reporting) period.

4. Tour of Duty

- a. Use only if employee's tour of duty is other than 0830-1700 hours.

5. Remarks

- a. Record in this column any explanation, unusual adjustments, or uncommon tours of duty.

6. Inc. Hrs.

a. Record inclusive hours (other than regular time and night differential) worked.

7. Time Worked

a. R/T (Regular Time)

Form 34-42 was designed to show an 8 hour tour of duty 5 days each week, Monday through Friday. If an employee's tour of duty varies from this, the figure 8 in the R/T column should be stricken and the actual number of hours inserted. In case of new appointments, where the employee is not in a pay status for the full pay period, the figure 8 appearing in the R/T column should be stricken for the period prior to entrance on duty. Where an employee is not in a pay status 8 hours, the figure 8 appearing in the R/T column should be stricken and the actual number of hours inserted.

b. N/D (Night Differential)

Insert the number of hours of regular night duty worked. Where an employee performs a regularly scheduled tour of duty which falls partially or fully between the hours of 6:00 P.M. and 6:00 A.M., an additional 10% of base pay will be allowed for services rendered during those hours. The Form must indicate in Item 4 the employee's tour of duty whenever N/D is claimed.

c. O/T (Overtime)

Insert the number of hours O/T worked. The inclusive hours must be shown under Item 6.

d. H/T (Holiday Time)

Insert the number of hours worked on a holiday. The inclusive hours must be shown under Item 6.

e. C/T (Compensatory Time)

Insert the number of hours C/T earned. The inclusive hours must be shown under Item 6. Agency Regulations require that C/T be used within the two pay periods immediately following the period in which earned. An election to be credited with C/T in lieu of O/T pay may not be subsequently changed.

f. N/D, O/T, H/T, and C/T, may be claimed only in multiples of one hour. N/D, O/T and H/T may not be paid for time used in obtaining meals.

g. For O/T, H/T and C/T, where the tour of duty exceeds 4 hours, there should be established an additional 1/2 hour lunch period.

8. Inc. Hrs.

a. Insert the inclusive hours of absence in an A/L, S/L, C/T, IWOP, AWOL or Other status.

9. Time Absent

a. Under the columns headed A/L, S/L, C/T, IWOP, AWOL, or Other, insert the number of hours the employee was absent. A/L and IWOP should be applied for in advance.

b. The column headed AWOL must show the number of hours the employee was on unauthorized leave and Item 5 must indicate the disciplinary action to be taken. In case of disciplinary action, copies of pertinent correspondence must support the Form.

c. The column headed Other must show the number of hours an employee is on court or military leave or leave for election purposes, making the proper notation at the top of the column.

d. Under the column headed Initials, the employee must place his initials opposite the day(s) involved, certifying to any absence during the pay period. An internal system should be installed in each reporting office to require individuals taking leave or performing overtime or compensatory duty to report promptly to the designated Time and Attendance Clerk for the purpose of recording, initialing or signing the Form. Initials or signatures are very important in event of dispute as to leave charges. In case of S/L the "Certification for Sick Leave" must be signed by the employee. When S/L is in excess of three days, the certificate on the reverse of Standard Form 71 (Application for Leave) must be executed by a physician or practitioner. When a certificate is not obtained, an explanatory statement must be inserted under Item 5 to show the reason for failure to secure a certificate. Standard Form 71, properly executed should be attached to the applicable Form 34-42 for transmittal to the Payroll Branch.

If an employee is unable to sign or initial the Form prior to forwarding it to the Payroll Branch, the Time and Attendance Clerk should place a notation "Form 71 to follow" in Item 5 and secure a Standard Form 71, properly completed by the employee involved, showing type of leave, with applicable hours and dates. Standard Form 71 should be approved by a responsible official of the office and forwarded to the Payroll Branch where it will be attached to the applicable Form 34-42. Prior to the required date for forwarding the Forms to the Payroll Branch, a thorough review of each should be made by the Time and Attendance Clerk.

10. Pay Period Totals

a. Enter the total of each applicable column. The designated Time and Attendance Clerk must certify to the correctness of the Form.

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